Grade Entry - Policy

Who Can Enter Grades Online Using OPUS
The instructor of record may enter grades for their class section(s) online. Access to the grade roster is limited to the instructor(s) whose name/ID is attached to the class in OPUS. If instructor information is not attached to the class, that instructor won’t be able to access the grade roster to enter grades online until the correct instructor credentials are attached to the class in OPUS.

Student Privacy and Confidentiality of Student Records
The University has a legal obligation to protect the privacy of students and the confidentiality of student records. Faculty members with teaching and advising responsibilities are authorized to access student records information on a need to know basis. It is important and essential to refer to Emory University’s FERPA policy statement before releasing any information about students. This policy may be found using the following URL:

http://registrar.emory.edu/records-transcripts/ferpa.html

The public posting of grades on office, class, or department bulletin boards, or on the web, using students’ names, ID numbers, social security numbers, or any non-secure identifier is prohibited under federal law. Students may view grades in OPUS as the grades post. OPUS is password-protected, providing a reporting method to students which is compliant with federal privacy laws.

Security

- Do not leave an OPUS session unattended when open.
- Do not post your NETID and password anywhere in your office; others might use your credentials to gain access to the system.
- Do not share your NETID and password. You are accountable for all activity occurring under your NETID. University Policy includes the following statement under Accountability: Only the individual for whom the NETID is issued may use it. Use of a personal NETID by multiple users is strictly prohibited.

All grades must be entered and approved prior to the grade entry deadlines defined by your school.
OPUS Grade Entry

1. Log into OPUS using your Emory Network ID and Password.

2. Select the Faculty Center tile.

3. Change Term if necessary. Select the grade roster icon to open up your grade roster.
4. Use the drop/down arrow to select the grade.

*If you have a large class, it may be necessary to select View All to see all of your students.

You may opt to use the features offered below the grade roster to enter the same grade for multiple students at one time.

a. Select the box to the left of the student ID number for all students receiving the same grade, or click on the Select All button if the grade applies to all students.

b. Enter the grade in the box to the left of the Add this Grade to Selected Students button.

c. Select the Add this Grade to Selected Students button.
5. Saving or Approving Grades

Once you are satisfied with the grades entered, select the **Save** button.

All the grades for the class have been entered. If the grades are final, you must change the Approval Status to approved. Once the grade roster is marked approved, the Registrar’s Office will post the grades to the student’s record.

If the grades aren’t final, you may simply save the grades and leave the roster Approval Status as Not Reviewed at this time. However, you must return to the roster at a later date and set the Approval Status to Approved for the grades to be posted to the student’s record.

Select **Approve Grades** if you are ready for grades to post to transcripts.

Select **Save For Later Editing** if you believe that you may make changes. Grades won’t post until the Grade Roster is Approved.